

## PIERCE IN VIENNA, AUSTRIA STUDY ABROAD PROGRAM

### About the Pierce in Vienna Study Abroad Program

Franklin Pierce recognizes the value of its study abroad program as part of the liberal arts education. By pursuing studies in a foreign country for a year, a semester or a summer, students obtain enriching cultural experiences and a broader perspective on the world. As an exciting new undertaking, Franklin Pierce has established its own study abroad program that is housed at the Theresianum Academy in Vienna, Austria. Enrollment is open to Rindge students, and is limited to 16 students.

### Course Offerings

Depending upon the major discipline of the faculty delivering the curriculum in Vienna, courses offered **may** include but are not limited to courses in fields such as history, art, culture, sociology, philosophy, mass communication, and the German language.

A highly qualified faculty member who will lead the students on the Pierce in Vienna Study Abroad program teaches these courses. To ensure that students have adequate time to build a foundational knowledge of the German language, the language class might begin before leaving for Vienna.

- **Important Note:** If you fail to meet the full-time status requirements of the study abroad program, you will be asked to leave and withdrawal will be based on the standard catalogue withdrawal policy (which may mean that you are ineligible for any refund.)

### Housing Registration Study Abroad Students:

Fall semester study abroad students need to meet with Residential Life during the Spring semester before their study abroad. This meeting is to discuss their housing plans for the Spring semester after they return, and must occur before March 15. Students will be guaranteed a bed, but will not be guaranteed their preferred housing for the Spring. Fall semester study abroad students do not need to pay the customary \$200.00 housing deposit for the Fall semester, but do need to pay the \$200.00 housing deposit for the following Spring semester.

Spring semester study abroad students need to meet with Residential Life during the Fall semester before their study abroad. This meeting is to discuss their housing plans for the Fall semester after they return, and must occur before November 15. Students will be given a form on which the student will indicate who will be the student's proxy that will be responsible for ensuring that the study abroad student get the best possible housing in the Fall during the lottery process.

## **Course Registration for Fall Semester Study Abroad Students:**

Before leaving campus, Fall semester study abroad students need to register for their next Spring semester courses. A completed and signed registration form for the Spring semester must be turned into the registrar's office via email or campus web, before the end of the Fall semester. The Registrar will enter students into classes for the following spring during the appropriate time in the Fall.

### **Vienna Residence Hall Program Advisor(s)**

Program advisors will accompany students to Vienna and will remain in Vienna throughout the semester. These Program Advisors will reside in the same residence hall as students, are familiar with Franklin Pierce and will, among other duties, be responsible to coordinate all travel and logistics of student life in Vienna.

### **Admissions Requirements**

Students must be at least 18 years of age to apply to the Vienna Program. Students will have completed two semesters of undergraduate study, have a 2.67 GPA minimum and be in good academic, social and financial standing at the time the program begins.

Final admission into the program is conditional and dependent upon academic and social standing at the end of the semester prior to leaving for Vienna. For example, students are conditionally accepted into the program for the Spring semester by November 30. Should the student's records indicate at the end of the semester, i.e. December, that the student did not meet the academic or social standing requirements for final acceptance into the program, the student will be withdrawn from the Vienna program, and the student will be responsible for any financial debt incurred. These expenses include the \$500.00 non-refundable deposit, any other fees expended on behalf of the student for items such as airline travel, eurail travel, overseas insurance, etc. Students may be considered for future enrollment in the Vienna program if the student's academic and/or social standing reach the minimum requirements.

### **Application**

Students are required to submit an essay describing why they wish to study abroad, a letter of recommendation from a faculty member who has taught at least one of the student's courses or the student's academic advisor, a completed application form, six passport size photos, passport number or proof of application for passport, and a \$500.00 non-refundable international program fee. Applications are accepted on a rolling admissions basis. All application materials must be submitted by:

**Fall semester - preceding March 15**  
**Spring semester - preceding November 15**

An acceptance letter will be sent to those students who have been granted admission to the Vienna program.

### **Scholarships and Financial Aid**

All students are required to meet with financial aid staff in Student Financial Services representatives to ensure that any appropriate financial aid is applied to the program fee.

If the student is anticipating financial aid that will not be available before the program fee is due, the student must arrange for the Student Financial Services office to receive official written notification of the source, amount, and release date of any funding. When the Student Financial Services office receives this information from the financial aid officer or from the funding source, the amount expected will be noted and payment of that portion of the fee will be deferred until the date specified.

If financial aid does not cover the full program fee, the student is expected to pay the difference by the appropriate deadline (July 15 for the Fall semester and December 15 for Spring semester). Until the account is paid in full, the student remains responsible for the full program fee.

- **Important Note:** The Student Financial Services office must receive all financial aid documents by the following dates:

**Fall semester** - preceding May 1  
**Spring semester** - preceding July 15

### **Fees and Payments**

The tuition rate for the study abroad in Vienna program is the same as the Franklin Pierce tuition rate for Rindge students. Additionally, there will be fees that cover room and board, a Eurail pass, Internet connectivity, medical emergency insurance, museum tickets, etc.

A non-refundable international program fee of \$500.00 is due with the application.

### **Additional Fees**

Breakfast will be the responsibility of the student. A kitchen is available to all students at the residence hall in Vienna. Students will be charged a Vienna Program Fee of \$2,800.00 prior to their departure. This fee covers the roundtrip airfare, Eurail pass and insurance for the Eurail pass, any curriculum-related expenses such as museum tickets, and youth hostel stays in other European cities. This fee does NOT cover any meals while on excursion trips to other cities or countries. The student is expected to pay any meal expenses on his/her own while traveling.

We suggest that students purchase the International Student Identity Card (ISIC) available through STA Travel, and purchase the accompanying insurance related to the loss of travel documents ([www.statravel.com](http://www.statravel.com)).

### **What is not covered by fees**

Meals when on curriculum-related excursions, discretionary travel, spending money, gift purchases, toiletries and other ancillary expenses are not covered by program fees or tuition.

- **Important Note:** Basic required costs, such as overnight accommodations and meals associated with curricular excursions, toiletries, and shipment of books may be met by alternative loans. Consult the Student Financial Services office

by May 1 for the Fall semester or December 15 for Spring semester if you wish to apply for these loans.

**Tuition Insurance:** It is highly recommended that students purchase additional insurance for tuition (DWER) (<http://www.tuitionrefundplan.com>).

### **Passport**

A current, valid passport is required for traveling abroad. Students requiring a passport should apply for it ASAP. It often takes eight weeks for the paperwork to be processed and the passport must be in the student's possession when departing from the United States. Franklin Pierce requires that a passport number or proof of application for passport be provided with the program application materials. Passport applications can be downloaded from <http://www.travel.state.gov>.

### **Books**

Students are required to pre-order books for all courses from Follett Bookstores. Books must be ordered in time to be available for pickup from the bookstore during pre-departure orientation or to be shipped to Vienna. FPC has made arrangements to have all books shipped simultaneously at a bulk rate if all books are ordered by the students on time.

### **Payment Information & Deposits**

The \$500.00 non-refundable international program fee deposit is to be submitted with the application materials. This deposit is non-refundable. The deposit is refundable only if we cannot offer the student a place in the Vienna Program. The deposit is not refundable if the student drops out of the program for any reason or is withdrawn or suspended from the program for any reason.

Full payment may be made via check, money order or credit card (except American Express) and is due by the following payment deadlines:

**Fall semester - preceding July 15**  
**Spring semester - preceding December 15**

No finance, interest or late charges are imposed when payment is received on or before the due date. A \$25.00 fee will be assessed on all returned checks.

### **Refund Policies/Early Withdrawal**

The non-refundable \$500 deposit plus any other fees paid on the students' behalf (airline tickets, Eurail pass) by Franklin Pierce, will not be refunded to students who withdraw after confirming their intent to enroll, but prior to the scheduled overseas departure date for their program.

Students who withdraw on or after the scheduled overseas departure date for their program will be charged in accordance with the policies outlined in the current Franklin Pierce Academic Catalogue (Rindge Campus version).

- **Important Note:** If you fail to meet the full-time status requirements of the study abroad program, you will be asked to leave Vienna, and withdrawal will be based

on the standard catalogue withdrawal policy (which may mean that you are ineligible for any refund.)

### **Suspension or Expulsion**

There is no credit or refund for a student who is suspended or expelled from the program for any reason, whether the student is suspended or expelled prior to departure or while in Vienna.

### **Academic Policies for Pierce in Vienna Program**

#### **Credits and Grades**

Students participating in the Vienna Program will be required to enroll for the full-time course load for the fall or spring semester. Part-time study is not permitted. Courses may not be taken on a pass/fail basis, and credit will not be awarded for incomplete courses.

Final letter grades reflect an assessment of every assigned component of the course including class contributions, field-study trip reports, journals, and oral presentations. In most courses, the emphasis is on written work (which includes research papers) and on the mid-term and final examinations.

#### **Student Code of Conduct**

The Franklin Pierce Student Code of Conduct applies to all study abroad programs.

**Internet/email account:** All students are required to become familiar with how to access the internet/email while studying abroad. All students will need to check with the IT department to receive instructions prior to going abroad. All students will be required to use their FPC.EDU email account for any and all Franklin Pierce business.